RETURNING YOUR SIGNED "ENTRY TICKET" TO THE VIP LMS

STEP ONE: ACCESS YOUR ACCOUNT

1. Navigate to: https://vip.myabsorb.com/ and log in to your account in the VIP Learning Management System using your Username (your email address) and Password credentials.

STEP TWO: LOCATE THE "INSTRUCTOR LED TRAINING" COURSE

1. In the pathway containing the Instructor Led Training course, as in the example below from the "Requisitioner" pathway, you'll find a copy of these instructions. Navigate to this course.



2. In the course you'll see an "Uploads" tab. Clicking on the tab will take you to a location where you can upload your signed entry tickets from your received virtual instructor led training.

| Course Content Uploads | |
|--|------------------------------------|
| Instructor Led Training must be completed by attending five training ressions with your entity's authorized eVA Trainer, instructions are located within this course on how to complete the validation process to receive this training and how to receive your final credential for the course of the c | ne required items in this pathway. |
| Course Content | = |
| ▲ Retrieving Your "Entry Ticket" To eVA Instructor Led Training | 1 Lesson(s) |
| Retrieving Your Entry Ticket | Start |

3. Click on the "Upload" button to upload your signed ticket for approval. Any upload issues should be reported to the VIP Learning Management System help desk at absorb@dgs.virginia.gov

| Course Content | Uploads | | |
|------------------------------------|-----------------------------------|---|--------|
| Uploads Trainers will deliver a st | andardized certificate | a (with form fields) to all who complete their instructor Led Training, Learners upload the certificate in thic course and must have the certificate verified by eVA staff in order to move on to the next section in the training. | |
| Certificate o | f Completion: Catalo _l | g instructor Led fraining | Upload |

4. When your uploaded signed ticket has been reviewed and approved, you will automatically see completion of the VILT item in the VIP LMS along with all associated certificates and badges. Congratulations!